

Loaning NOAA Personal Property

Overview: NOAA personal property (except motor vehicles) may be loaned on a temporary basis within the Department of Commerce and other Federal agencies when approved by the NOAA Property Management Officer (PMO) or their designee. The loan must not impair NOAA's mission.

Loan Arrangements with Federal Agencies

Personal property may be loaned to other Federal agencies provided:

- a. A loan agreement is issued prior to the loan of personal property between NOAA and other Federal Agencies.
- b. The property is not excess to NOAA.
- c. The loan period will not exceed one year.

Loan Arrangements with Non-Federal Agencies

Loans of personal property can be approved by the NOAA PMO to non-profit educational institutions and state agencies for collaborative research work, survey, inspection, and measurement assurance efforts.

Loans can be made to local non-federal institutions only in emergencies involving threat to human life or prevention of suffering, until institutions have a reasonable opportunity for the institutions to obtain replacement property.

Personal property may be loaned to Non-Federal agencies provided:

- a. A loan agreement is issued prior to the loan of personal property between NOAA and other Federal Agencies.
- b. The property is not excess to NOAA.
- c. The loan period will not exceed one year.

Conditions of Loan Agreements (NF 37-19)

The following are conditions of loan agreements as identified on the NOAA Form 37-19;

1. The borrower of the equipment agrees to return same in like condition as received from NOAA, normal wear and tear accepted, on or before the above returned date, unless the loan period is formally extended.
2. In case of loss or damage beyond repair NOAA shall be reimbursed at the current price of replacement.
3. The equipment shall not be loaned or transferred to a third party without the written consent of NOAA.
4. The borrower shall account for the equipment whenever so requested.
5. The right is reserved to cancel the loan or recall the equipment upon 30 day notice.
6. The borrower shall assume all transportation costs involved.
7. The borrower and borrower's organization agree to indemnify and hold the National Oceanic and Atmospheric Administration harmless from all losses or claims of any nature whatsoever, brought by any person or entity, at any time, now or in the future, that may arise, or are alleged to arise from this transaction.
8. Other conditions:

Procedures

1. Loan request must be submitted to the NOAA PMO no earlier than 45 days prior to lending the property. The Property Accountability Officer (PAO) must submit a NOAA Form 37-19 Property Loan Agreement with justification memorandum to the PMO for approval. All exception must be accompanied with a late request from the Property Manager addressing the untimely loan request. The conditions of the agreement as set forth under "Conditions of Loan" on the form may not be changed, but the conditions may only be expanded under item 8 of the form. The justification memorandum must declare:

- that the property is not currently required by the custodial office;
- that the property is not excess to NOAA;
- that the property will still be needed by the office upon its return to the loaning unit; and
- that the loaning office will not require substitute items from excess or other sources during the period of the loan.

The NOAA Form 37-19, Property Loan Agreement and Receipt, must:

- specify the period of the loan agreement, which must not exceed one (1) year;
- describe completely the personal property being loaned including the Property Identification Number (barcode number) and any serial numbers;
- state briefly the purpose of the loan;
- be signed by the Property Accountability Officer in the signature block in the upper right-hand corner of the form; and
- identify the Custodial Organization number (Custodial Area) in the top right corner under From Organization.

2. Once approved by the NOAA PMO, the Custodial Organization will provide a copy of the NOAA Form 37-19 to the requested borrower (loan recipient) for signature. A copy is to be retained by the loaning office's Property Accountability Officer (PAO). It is the responsibility of the PAO to provide a copy of the NOAA Form 37-19 to the Property Custodian, who is responsible for uploading the form to the Sunflower asset record for the loaned property. The PAO and Property Custodian should retain copies of the approved loan request in their Personal Property files.

3. Once a loan request has been submitted and approved by the PMO, PPMB shall update the asset record Utilization Code to "LOANED OUT" and update the expected return date to the loan termination date. It is the responsibility of the asset's Property Custodian to ensure that the PMO-authorized loan is executed by remitting the loaned property to the borrowing organization.

4. The loaned asset Property Custodian and Line Office Representative (LOR) will receive a Sunflower-generated email reminder 30 days prior to the loan's termination/expected return date. At this time the Custodial Organization should initiate arrangements for the return of the loaned asset to the Custodial Organization. A second Sunflower-generated email will be sent 5 days prior to the loan's termination/expected return date as a final

-----Original Message-----

From: SunflowerHelpDesk@doc.gov [mailto:SunflowerHelpDesk@doc.gov]

Sent: Tuesday, December 18, 2012 1:20 PM

To: Hopkins, Scott; Zolotarev, Jacob

Subject: Loaned Asset Notification



Next Last

Loan asset barcode CDSHEXPIR11 is expected to return in 30 days. It is the responsibility of the Property Custodian (PC) to inform the PAO when a loaned asset is returned and the loan Agreement is terminated. The Property Custodian will use CD 50 "To Maintain Asset" screen to update the Utilization Code of the asset to "IN SERVICE".

5. Once the loaned asset is returned to the Custodial Organization, the Property Custodian will notify the PAO and update the Utilization Code to "IN SERVICE" using the Sunflower CD-50-52 Maintain Asset module.

5.1 Enter the **CD 50/52 Transaction Menu**

5.2 Click to maintain asset

 Sunflower Enterprise - Production 5.0.0.0		Powered By 
Nicole Proctor		
<input type="button" value="Click"/> to maintain asset		
<input type="button" value="Click"/> to create asset		
<input type="button" value="Click"/> to request an excess receipt		
<input type="button" value="Click"/> to request retirement of asset		
<input type="button" value="Click"/> to maintain comments		
<input type="button" value="Click"/> to maintain pictures/attachments		
<input type="button" value="Click"/> to suppress payments records		
<input type="button" value="Click"/> to create physical inventory certification		
<input type="button" value="Click"/> to accept/deny a change of asset detail request		
<input type="button" value="Click"/> to accept/deny excess receipt request		
<input type="button" value="Click"/> to accept/deny retirement of assets - old		
<input type="button" value="Click"/> to accept/deny retirement of assets		
<input type="button" value="Click"/> to accept/deny a physical inventory certification		

5.3 Enter the barcode of the loaned asset


Sunflower Enterprise - Production 5.0.0.0

 Powered By
ORACLE
Maintain Asset Detail

Nicole Proctor

Interest Type	INVENTORY ASSET ▼
Barcode #	CDSDH1234565

Query

5.4 Use the drop-down menu to change the Utilization Code from LOANED OUT to IN SERVICE

Manufacturer*	DELL INC.		↓
Model Number*	P2210		↓
Description	MONITOR		
Catalog Identifier	12053229	F.S.C: 70-25	
Activity Type*	AGENCY OWNED ▼		
Utilization Code*	LOANED OUT ▼		
Expected Return Date*		↓	
Condition Code*	4 - USED - MAJOR REPAIRS NOT REQUIRED ▼		
Acquisition Date*	10/18/2011	↓	Responsibility Date* 10/18/2011 ↓
Initial Event	PURCHASE UPR Document: EE133E11NC2241		↓
Flags	S O		↓
Asset Value	\$196.12		↓
Document Type*	PURCHASE ORDER ▼		
Document #*	EE133E11NC2241	Storage Type* INTERNAL ▼	NOAA-HQS ↓

5.5 Click the Save button at the bottom. You should receive a message at the top saying “Inventory/Agreement Asset CDXXXXXXXXXX Modified”

Loaning NOAA Heritage Assets

Overview: NOAA heritage assets may be loaned to both Federal and non-federal organizations when approved by the NOAA PMO. Loan of heritage assets shall be transacted through memorandum between NOAA and the borrowing agency, institution, organization, etc. The memorandum must be renewed bi-annually (every two years). There is no limit to how many times a loan memorandum may be renewed. The receiving agency is responsible for providing, when possible, visual verification that the assets are in the same condition as the condition at time of loan. If the borrowing organization is unable to provide visual verification that the assets are in good condition, it must provide a written explanation as to why it cannot.

NOAA heritage assets cannot be loaned for purposes of profit, commercial promotion, or decoration of private property. NOAA heritage assets will not be loaned for consumptive use. NOAA heritage assets will not be loaned to entities which have mismanaged assets in the past, unless tangible evidence of a change in management is provided. Borrowing entities of NOAA heritage assets will agree to replace lost, stolen, or destroyed assets, and to pay for professional restoration services if damage has occurred to the asset while in the borrower's custody, including in-transit damages.

NOAA maintains the right to on-site inspection of heritage assets on loan with as little as 24-hour notice. Current photographs of the assets may be requested at any time by the steward bureau Property Management Officer (PMO). Photographs must always be submitted when damage has occurred. Any and all loans may be terminated without cause at any time by the steward bureau PMO.

The NOAA PMO ensures accountability, including accurate records for heritage assets loaned and records of heritage asset loan approvals.

Procedures:

1. Requests for approval of a Heritage Asset loan should be submitted to the PMO by memorandum between NOAA and the borrowing organization and NOAA Form 37-19 Loan Agreement for PMO review and approval no earlier than 45 days prior to lending the property.
2. Once the loan is approved by the NOAA PMO, the NOAA PPMB Heritage Asset POC shall update the “Expected Return Date” of the Sunflower asset record of the loaned Heritage Asset.
3. Requests for bi-annual renewal of NOAA heritage asset loans require the same documentation as initial requests, and should be submitted no earlier than **45** days prior to the current loan’s expiration date. All exception must be accompanied with a late request from the Property Manager addressing the untimely loan request.